Thank you for taking the time to complete the Ohlone College Exit Interview form. This information will assist us in collecting data to inform strategies for improving retention; assess perspectives on how Ohlone’s prevailing culture impacts diversity; attitudes towards diverse student and employee groups; awareness and success of diversity programs; likelihood of recommending districts to diverse job applicants; impact of current level of diversity on your decision to leave.

NAME:

JOB TITLE:

DEPARTMENT:

1. WHAT ARE YOUR REASONS FOR LEAVING?

2. WHAT HAS BEEN GOOD/ENJOYABLE/SATISFYING FOR YOU DURING YOUR TIME WITH US?

3. WHAT HAS BEEN FRUSTRATING/DIFFICULT/UPSETTING TO YOU DURING YOUR TIME WITH US?

4. WERE YOU GIVEN ADEQUATE TRAINING TO PERFORM YOUR JOB? HOW WOULD YOU ASSESS THE QUALITY OF THAT TRAINING? WHAT ARE SOME OF THE AREAS FOR IMPROVEMENT?

5. DID YOUR JOB RESPONSIBILITIES AND DEMANDS MATCH YOUR EXPECTATIONS FOR YOUR JOB?

6. HOW HAS OHLONE COLLEGE HELPED ADVANCE YOU AS A PROFESSIONAL AND/OR HELPED YOU SECURE YOUR NEW EMPLOYMENT (IF APPLICABLE)?

7. WHAT CAN YOU SAY ABOUT COMMUNICATIONS WITHIN OHLONE/YOUR DEPARTMENT?

8. WAS THE MANAGEMENT/SUPERVISION A FACTOR IN YOUR LEAVING? IF SO, PLEASE EXPLAIN.

9. DID YOU RECEIVE FEEDBACK FROM YOUR SUPERVISOR?

10. IF YOU COULD TELL YOUR SUPERVISOR ONE THING, WHAT WOULD IT BE?

11. WHAT IMPROVEMENT DO YOU THINK CAN BE MADE TO CUSTOMER SERVICE, INTERACTIONS, AND RELATIONS AT THE DISTRICT?

12. HOW WOULD YOU DESCRIBE THE CULTURE OR “FEEL” OF THE DISTRICT?
13. DO YOU BELIEVE THAT OHLONE EMBRACES DIVERSITY AND INCLUSION? ANY IDEAS FOR IMPROVEMENT?

14. WHILE AT OHLONE, DO YOU BELIEVE YOU EXPERIENCED DISCRIMINATION BASED ON A PROTECTED CLASS OR RETALIATION? IF YES, DID YOU SHARE YOUR CONCERN WITH HR? HOW CAN OHLONE IMPROVE?

15. WAS YOUR DECISION TO LEAVE IMPACTED BY THE COLLEGE’S CURRENT LEVEL OF DIVERSITY?

16. DID YOU HAVE SUFFICIENT FEEDBACK ABOUT YOUR PERFORMANCE BETWEEN PERFORMANCE REVIEW PERIODS?

17. WOULD YOU RECOMMEND OHLONE COLLEGE TO YOUR FAMILY AND FRIENDS?

18. WHAT SUGGESTIONS DO YOU HAVE FOR US TO ATTRACT DIVERSE JOB APPLICANTS?

19. HOW COULD THE HUMAN RESOURCES DEPARTMENT IMPROVE SERVICES FOR EMPLOYEES?

20. WHAT PROMPTED YOU TO SEEK OTHER EMPLOYMENT?

21. WOULD YOU CONSIDER RETURNING TO OHLONE IF A POSITION WERE AVAILABLE IN THE FUTURE?

22. WOULD YOU LIKE TO ADD ANY OTHER INFORMATION THAT YOU THINK WILL ASSIST OHLONE IN RETAINING DIVERSE EMPLOYEES?

23. ON A SCALE OF 1 – 10, with 1 = strongly disagree; 10 = strongly agree, how would you rate your overall experience working at Ohlone:

   1  2  3  4  5  6  7  8  9  10

Explain (optional): ________________________________________________________________

24. MAY WE CONTACT YOU IN THE FUTURE TO SEE HOW YOU ARE DOING IN YOUR NEW JOB, RETIREMENT ETC.? IF YES, PLEASE PROVIDE YOUR CONTACT INFORMATION.

25. WE WOULD LIKE TO SHARE YOUR RESPONSES WITH THE FOLLOWING PERSONS, PLEASE CHECK THE BOX OR BOXES BELOW INDICATING WHO WE CAN SHARE YOUR RESPONSES WITH:

   ❑ Direct Supervisor
Attachment B

DRAFT EXIT INTERVIEW FORM – CONFIDENTIAL
– April 2021
Ohlone Community College District – Human Resources Office

- Division Vice President
- Superintendent/President
- Please keep this information confidential

OPTIONAL

WHAT IS YOUR GENDER IDENTITY?
- GENDER QUEER/GENDER NON-CONFORMING
- MAN
- NON-BINARY/GENDER FLUID
- TRANSGENDER
- WOMAN

WHAT IS YOUR SEXUAL ORIENTATION?
- ASEXUAL
- BISEXUAL
- GAY
- LESBIAN
- PANSEXUAL
- QUEER
- STRAIGHT/HETEROSEXUAL

WHAT IS YOUR ETHNICITY? SELECT ALL THAT APPLY
- BLACK/AFRICAN AMERICAN
- EAST ASIAN
  - Chinese
  - Japanese
  - Korean
  - Taiwanese
- FILIPINO
- LATINX
- MIDDLE EASTERN
- NATIVE AMERICAN
- PACIFIC ISLANDER, NATIVE HAWAIIAN
- SOUTH ASIAN
  - Indian
  - Pakistani
  - Nepalese
  - Sri Lankan
Attachment B

DRAFT EXIT INTERVIEW FORM – CONFIDENTIAL
– April 2021
Ohlone Community College District – Human Resources Office

☐ SOUTHEAST ASIAN
  ☐ Cambodian
  ☐ Vietnamese
  ☐ Hmong
☐ OTHER ASIAN

☐ WHITE

HUMAN RESOURCES USE ONLY

SUPERVISOR’S NAME AND TITLE:

DEPARTMENT:

EMPLOYEE TYPE: